

Admissions Policy

It is the intention of Swallows Nest Pre-school to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an Equal Opportunities framework and is regularly reviewed.

- We will ensure that the existence of Swallows Nest Pre-school is widely known in local communities. Advertising notices will be placed in accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and /or parents with additional needs to take part in the activity of the setting
- We will be aware of the gender and ethnic backgrounds of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 2 years old may be admitted in accordance with our Ofsted Registration if spaces are available and adult:child ratio can be maintained.
- We will be flexible regarding attendance to accommodate the needs of all families

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child – priority will be given to children of eligible age for Early Years Entitlement (EYE)
- Length of time on waiting list
- Siblings already attending the setting
- The vicinity of the home to the setting

- The cut-off date for allocating places will be at the start of the summer term to ensure EYE places are entered on the Interim Headcount
- Funded places will be offered in accordance with the Code of Practice for Early Years Entitlement and any local conditions in place at the time.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Swallows Nest Preschool in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

Payment

Fee payment is required half termly in advance by cash/cheque. **The fees cover all regular session activities at the Preschool. Outside trips will usually incur an additional charge. A Swallows Nest uniform (sweatshirt) is recommended and is usually funded by parents/caregivers.**

Swallows Nest Preschool encourages prompt payment of all fees and charges but recognises that at times some parents/carers may experience financial difficulties. Swallows Nest Preschool will ensure that no child/children/families are penalised should this situation arise. Swallows Nest Preschool will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non payment:

- A Joint Manager will liaise with the parent/carer concerned
- A payment plan will be agreed if necessary
- Where unmet payments continue the chair of Swallows Nest Preschool committee will liaise with the parent/carer to arrange payment options
- Where there is no resolution the child's/children's place may be withdrawn

Tax Credit

Swallows Nest Preschool is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit.

Early Years Entitlement (Nursery Grant)

Swallows Nest Preschool is registered with Ofsted. Parents/carers can claim the Early Years Entitlement from the term after their child's 3rd birthday. Details are available on request.